

INSTRUCTIONS TO RENEW A CONTRACTOR LICENSE

For assistance with creating an A&A account or finding or resetting your username and password, you will need to call the **OCIO Help Desk**: 515-281-5703 or 1-800-532-1174.

For assistance with navigating the licensing portal, please contact the **AMANDA Support Team** 1-855-824-4357.

For specific questions regarding contractor registration, unemployment insurance requirements, workers compensation, or out of state contractor bonds, please contact the **Division of Labor** at contractor.registration@iwd.iowa.gov or 515-242-5871.

For specific questions regarding the **Iowa Plumbing and Mechanical Systems** program or license requirements, please visit the website <http://idph.iowa.gov/pmsb> or call 1-866-280-1521.

BEFORE YOU BEGIN:

These instructions assume you have already followed the steps to create an A&A account and set up your AMANDA profile page, including linking your company to your individual license profile page. If you have not done these steps, go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://idph.iowa.gov/regulatory-programs/pmsb> and follow the instructions to create an account.

If you have followed the instructions to create an account and linked your contractor license to your account, you should see your company name listed in the left column once you logon to AMANDA. If you do not see your company name listed there, please **STOP** and contact the AMANDA Support Team at 1-855-824-4357.

The AMANDA application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly: 1) pop up blocker must be turned off; 2) iowa.gov must be added to compatibility view; and 3) iowa.gov must be added to trusted sites. Contact the AMANDA Support Team if you need help with adjusting these settings for Internet Explorer.

Contractors who perform services in plumbing, HVAC, refrigeration, hydronics, or mechanical systems now have a “one-stop shop” to apply for both the contractor license and contractor registration on a single application. Previously contractors were required to apply/renew the license with the board office every 3 years and also submit a separate application and fee for contractor registration to Iowa Workforce Development Division of Labor on an annual basis. Beginning with this renewal, contractor licensure and registration have been combined into a single 3-year application and renewal process. This means that you will be required to submit a fee for a 3-year contractor registration in addition to the contractor license renewal fee, and the documentation required by the Division of Labor for contractor registration.

DOCUMENTATION NEEDED:

Unemployment Insurance Number: A valid unemployment insurance number (UI#) is required, even if you have no employees. To obtain a UI# visit www.myiowaui.org or contact Unemployment Insurance customer service at 888-848-7442 or email IWDuitax@iwd.iowa.gov.

Workers Compensation Compliance Information: A contractor with one or more employees must have either a Workers' Compensation Insurance certificate listing the “Iowa Division of Labor” as a certificate holder or a Certificate of Relief issued by the Iowa Insurance Division. If you have no employees, you will select “I have no employees” for your compliance method.

Master of Record Information: You will need the license number, trade, and name for each individual serving as a master of record for your business. If you are a sole proprietor, you must personally hold the master licenses.

Bond and Insurance Information:

- **IDPH Certificate of Liability.**
 - A minimum of \$500,000 general business liability coverage.
 - The certificate holder needs to be listed as the **Iowa Plumbing and Mechanical Systems Board, 321 East 12th Street, Des Moines, Iowa 50319.**
 - The certificate of liability needs a 10 day (minimum) cancellation notice.
- **IDPH Surety Bond or continuation certificate:**
 - Minimum amount of \$5,000.
 - The obligee for the bond must be listed as the customers of the principal. It cannot be the state of Iowa or the Board. There have been bonds approved that used language such as, "licensee's Iowa customers" or "Person(s) injured by Principal's breach of construction contract."
 - The surety bond also needs a 10 day (minimum) cancellation notice provided to the Iowa Plumbing and Mechanical Systems Board.
- **IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor:**
 - File a \$25,000 surety bond at the time of registration or renewal.
 - Bond is to be issued by a surety company licensed to do business in Iowa.
 - Complete the Division of Labor – Out-of-state bond form. The out of state contractor bond form can be found at www.iowacontractor.gov – under Quick Links, click on "Out of State Contractor Bond Form."
 - Visit www.iowacontractor.gov and under Quick Links go to "Bond Requirements" for more details.
- **IWD Worker's Compensation Insurance or Certificate of Relief:**
 - A contractor with one or more employees must include a copy of Workers' Compensation Insurance certificate listing the "Iowa Division of Labor" as a certificate holder or;
 - Attach a copy of Certificate of Relief issued by the Iowa Insurance Division.
- **IWD Notarized Fee Exemption Form:**
 - If you are requesting an exemption from the Division of Labor registration fee, you must attach a copy of the Fee Exemption Form (Visit www.iowacontractor.gov and under Quick Links select "Fee Exemption Form" for more details).
 - This form must be notarized and applies only to the registration fee and NOT the PMSB license fee.

Note: You will need to attach a copy of your insurance and bond information to complete your renewal application. If you do not have a scanned copy, the information may be mailed but it will delay the processing of your renewal.

If you are unable to scan and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
ATTN: Contractor Renewal
321 E 12th St
Des Moines, IA 50319-0075

STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Public Health Regulatory Program webpage at the following location:
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>
- **Sign in** with your username and password.

STEP 2: SELECT YOUR COMPANY

To proceed you will need to be linked with your existing contractor license. If you do not see your company in the Registered User's Membership box, **STOP** and contact the AMANDA Support Team at **1-855-824-4357** for assistance. If you see your company profile listed in the left column, click on the company name and then click **Continue**.

Home > My Profile

Home

Sign Off

Help

Registered User's Memberships

Rebel Alliance

Select a Membership for your Actions

Basic Profile Details

PIN: 194644

Name: Luke AnakinSon Skywalker

Date of Birth: 05/25/1972

Email Address*: lukeanakinson789@gmail.com

Preferred Address: dropdown

Physical Address Details

Address is: dropdown

ATTN: Annakins Son

Street Number*: 991

City*: Tatooine

Street Prefix: dropdown

County: dropdown

Street Name*: Uncle Ben Lars Farm

State*: Alberta

Street Type*: Drive

Country: CA

Street Direction: dropdown

Zip Code*: 99999

Unit Type: dropdown

Phone 1*: 5554449999

Unit Number: dropdown

Phone 2: dropdown

Continue

Reset

Addresses

- Verify all information is accurate and make any necessary corrections.
- To add additional addresses or contact information, click on the **Addresses** button.

STEP 3: REVIEW COMPANY PROFILE

It is **extremely** important that you review your company profile before proceeding to renew your license. Once you have selected your company from the list of memberships, click on **Company Profile**. Be sure to confirm the email address (your license certificate will be sent to this email address if you have one on file) and company address.

Home > My Programs

Home

Public Search

My Profile

Company Profile

Member Management

Apply for a Program

Sign Off

Help

Home > My Programs > Company Profile

Home

Public Search

My Profile

Sign Off

Help

Basic Profile Details

Company Name: Rebel Alliance

Tax ID / EIN / SSN: 771-XXXXXX

Company Type: Sole Proprietorship/Individual Ownership

Program Type: PMSB

Preferred Address: Business Address

Email Address: luke@rebelalliance.com

Physical Address Details

Address is: Work

Address: Leia

8 NW Yavin Way SUITE 4

Massassi Outpost, YT 78999

CA

Phone 1: 7775557878 (Work)

Phone 2: 7774449987 (Pager)

My Programs

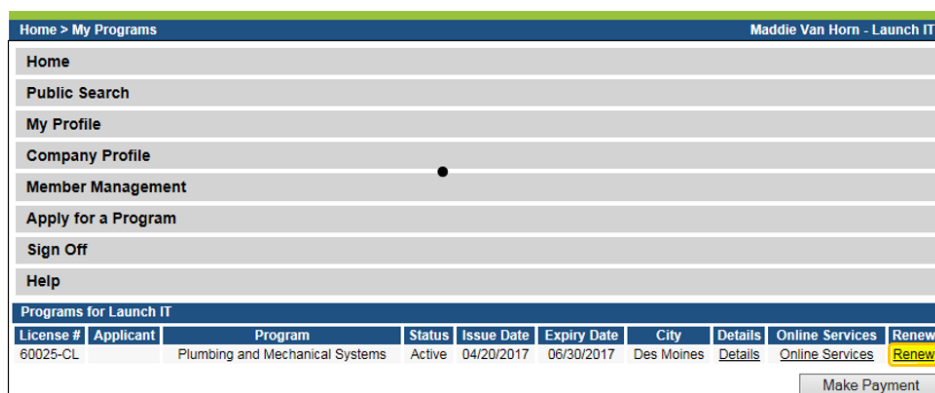
Addresses

If the email or address information is wrong, **please STOP** and contact the **AMANDA Support Team** at **1-855-824-4357**.

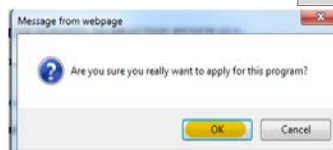
STEP 4: RENEW LICENSE

When you are on the **My Programs** page you will proceed through the application as a representative of the company. While acting on behalf of the company, you will not see your personal license information.

- Click on the **Renew** link next to the license you would like to renew.

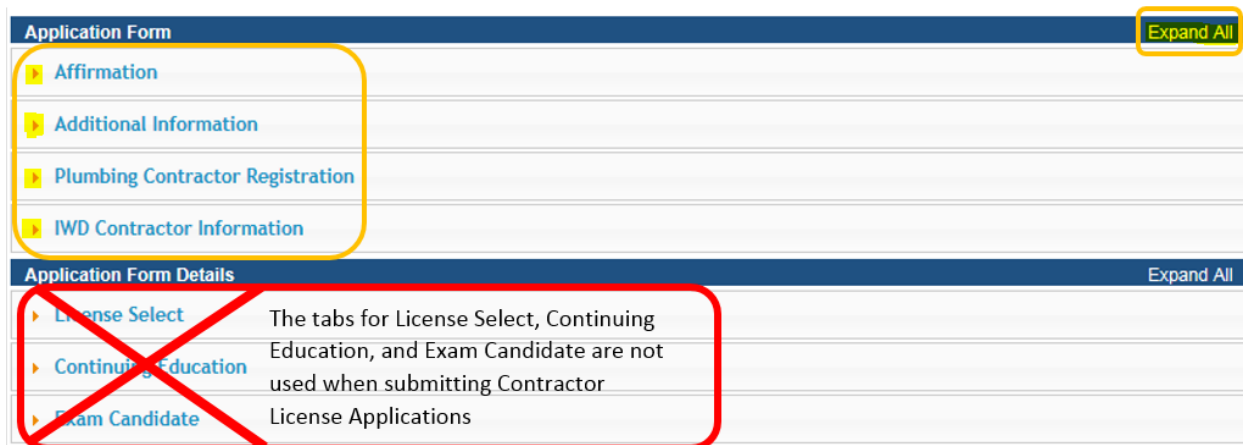


- A pop-up message will appear. Click **OK**.



You will now be taken to the **Application Form** page for a contract license renewal.

- Click **Expand All** to view information fields in **Application Form** Section.
- SKIP THESE TABS: License Select, Continuing Education, and Exam Candidate.



STEP 5 – ENTER AFFIRMATION QUESTIONS

- Under the Affirmation section, all questions must be answered.
- If you answer **Yes** to any of the questions, you must provide details in the corresponding question.

STEP 6 – ADDITIONAL INFORMATION

Select whether you provided an **EIN** or **SSN** to create your contractor license account.

STEP 7 – CONTRACTOR REGISTRATION

If you already have a contractor registration number with the Division of Labor, select **Yes**. Provide the number in the space provided. (This number begins with a "C.")

STEP 8 – IWD CONTRACTOR INFORMATION

All the fields in this section are required. Provide a response to each question. Note: If you are asking for a fee exemption from the registration portion of the fee, you must be able to answer “Yes” to all the questions in this section and you **must** attach the notarized fee exemption form. The fee exemption only applies to the Division of Labor registration fee and not the PMSB contractor license fee.

The screenshot shows the 'IWD Contractor Information' form. It includes a text input for the Unemployment Insurance (UI) Account Number (1123123), three radio button questions about fee exemptions, and a dropdown for the Worker Compensation Compliance Method.

Provide your current Unemployment Insurance (UI) Account Number (for your unemployment taxes) If you do not have a current number you must go to www.myiowaui.org to submit an application.

Are you requesting a fee exemption? If yes, you must upload a notarized copy of the Fee Exemption Form

I do not pay more than \$2,000 per year to employ others (do not include yourself).

I never perform construction work with or for other contractors working in the "same phase of construction" at the job site. (The "same phase of construction" is defined as the same type of work, such as plumbing, HVAC/refrigeration, hydronics, mechanical.)

Worker Compensation Compliance Method

Skip the next tabs you see for License Select, Continuing Education, and Exam Candidate – **Do NOT enter anything in these sections.**

Click **Continue** to proceed with the application.

STEP 9 – IWD CONTACT LIST

- Click to expand this section. **NOTE:** Scroll to the right to see additional fields in this section. You should see at least one row for owner information.
- Click **Add** to add contacts. Click **Save** after completing each row.
- Repeat these steps for each contact.
- Click **Continue** when you have added all your contacts.

STEP 10 – TRADES (MASTER OF RECORD INFO)

- Click to expand this section. You will see a list of the individuals currently serving as master of record in the various trades for your company.
- If you have a new master of record, click **Add**.
- Select the trade and enter the license number of your master of record.
- Click **Save** when done.
- Repeat these steps for each new master of record.
- Click **Save** if you have no changes.

The screenshot shows the 'Trades' section with a table listing trades, license numbers, and master of record names. The table has columns for Trade, License Number, and Master of Record. The trades listed are Plumbing, Mechanical, HVAC/R, and Hydronics. The license numbers are 29999, 28888, 27777, and 24444. The master of record names are Luke Skywalker, Han Solo, Leia Organa, and Chewbacca Wookiee.

Trade	License Number	Master of Record
Plumbing	29999	Luke Skywalker
Mechanical	28888	Han Solo
HVAC/R	27777	Leia Organa
Hydronics	24444	Chewbacca Wookiee

Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
Just clean all fields if you do not need a specific row or new added row.

Add Save

STEP 11 – INSURANCE AND BOND DETAILS

Click to expand this section. If you have insurance and bond information on file, you will see some of the details filled out.

- Update any missing information for the surety bond (IDPH) or Certificate of Liability (IDPH).
- Click **Add** to add a new row.
- If you have workers compensation insurance, add a row and fill in the details related to your workers compensation insurance.
- If you are an out of state contractor, add a row and fill in the details for the out of state contractor bond here.
- Click **Save** when done.

Insurance/Bond details

Type	Insurance/Bond Company	Contact Representative	Insurance/Bonding Company Phone	Pe
Certificate of Liability(IDPH)	State Farm	John Doe	5553214545	
Surety Bond(IDPH)	Merchants Bonding Company	Jane Doe	5553214545	

Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
Just clean all fields if you do not need a specific row or new added row.

Add Save

STEP 12 – ADD ATTACHMENTS

To add any required documentation such as notarized fee exemption form, insurance and bond forms, you will need to click the **Add New Attachment** button. Skip this step if you do not have any attachments to add.

Attachment

Attachment Description

Add New Attachment

When clicked the Attachment Description area will expand.

Attachment

Attachment Description

Type: Description: Choose File No file chosen

Cancel Continue

Add New Attachment

- To select a Type of attachment, click the dropdown arrow and select the attachment type. Ex: IWD Fee Exemption, PMSB Surety Bond , etc.
- Enter a description of the file.
- Click Choose File button.
- This will open your file explorer, navigate to the directory where the file is you want to attach and double click it. The name of the document should be showing next to the Choose File button.

- Continue this process for each document you would like to attach.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the AMANDA Support Team to have it removed.

STEP 13 – TERMS AND CONDITIONS

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.

Terms and Conditions

Terms and Conditions

I am authorized to complete this application on behalf of the organization.

As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes.

In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application.

I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.

☒ I agree with the terms and conditions.

Continue

STEP 14 – MAKE A PAYMENT

Next you will be taken to the **Make Payment** page. If you need to attach additional documentation click the **Pay Later** button. Otherwise, skip to the **Pay Now** instructions.

If you select **Pay Now** you will be directed to the online payment system. Select **Pay Now** when asked, and complete your online payment information.

Fee Details						
Reference (RowID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
539659	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB 3 Year Contractor Registration Fee per year	\$150.00	No
539659	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB Contractor Initial Fee	\$250.00	No
Total						
					Fee Amount:	\$400.00
					Paid Amount:	\$0.00
					Cancelled Amount:	\$0.00
					Fee Due:	\$400.00
				<div> <div>Pay Later</div> <div style="background-color: #FFD700; padding: 2px 10px;">Pay Now</div> </div>		
				Payment Later Options		
				▼		

Select **Payment Method**, and fill in your payment details. Click **Continue**.

My Payment

IDPH Licensing and Regulatory Programs
Amount Due: \$50.00

Payment Information

Frequency: One Time
Payment Amount: \$50.00
Payment Date: Pay now

Contact Information

First Name: Adper
Last Name: Amandaone
Company: (Optional)
Address 1: 09 N Oliver Drive
Address 2: (Optional)
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 50319
Country: US
Phone Number: 8990900900
Email Address: adperamandaone@gmail.com

Payment Method

Payment Method: Select

The following page is your confirmation page.

Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.
Confirmation Number: **IOWDPH004000710**

Payment Details

Description: Department of Public Health
IDPH Licensing and Regulatory Programs
https://idph.iowa.gov/
Payment Amount: \$50.00
Payment Date: 11/22/2016
Status: PROCESSED

Payment Method

Payer Name: Adper Amandaone
Card Number: ****
Card Type: Visa
Confirmation Email: adperamandaone@gmail.com

Billing Address

Address 1: 09 N Oliver Drive
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 50319
Country: United States

Once you have submitted payment, you should keep a record of your **Confirmation Number** or print the receipt page that appears for your records. Click **My Profile** to return to your profile page or **My Programs** to return to your list of licenses.

PAY LATER:

If you selected Pay Later, you will get a pop-up box that your application is not considered submitted until payment is made. Click OK.

- You will be returned to your **My Programs** page where you will see your license listed and the status.
- When you are ready to complete the application process, navigate to your **My Programs** page and click on the row for the individual license and then click on the **Details** link.
- Click **Make a Payment**. Follow the payment steps provided above.

Programs for The Plumbing & Heating Shop									
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
59234		Plumbing and Mechanical Systems	Active	04/01/2016	06/30/2017	Sumner	Details	Online Services	
59234		Plumbing and Mechanical Systems	Renewal			Sumner	Details	Online Services	

NOTE: If under the **Details** column it shows a link for **Edit** instead of **Details**, this means there is missing information within the application. Click the **Edit** link to review all sections of the form and complete any missing information before attempting to pay.

CHECK STATUS ONLINE

Once you have submitted payment, your renewal application will be reviewed by PMSB staff. Your application will **NOT** be reviewed until a payment has been made.

To issue a contractor license and contractor registration, you must either submit a copy of the following attachments online or mail the documents to the PMSB office and indicate they are for a pending contractor renewal application. The fastest route is to attach the documents online. Expect significant delays if you mail this information rather than attaching it online.

- Proof of IDPH Certificate of Liability.
- IDPH Surety Bond or continuation certificate:
- IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor:
- IWD Worker's Compensation Insurance or Certificate of Relief:
- IWD Notarized Fee Exemption Form:

If you are unable to scan documents and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
ATTN: Contractor Renewal
321 E 12th St
Des Moines, IA 50319-0075

Information for your Division of Labor contractor registration will be sent electronically to the Division of Labor. Payment for the “registration” portion of the fee will also be sent electronically to the Division of Labor unless you indicated you have a fee exemption. The Division of Labor must approve and issue your contractor registration number before your PMSB contractor license can be renewed or issued.

Once your renewal has been paid for and all information is complete including required attachments, the status online will show “Ready to Issue” or you will see the license listed with a status of “Active” and an expiry date of 6/30/2020. If the expiry date does not say 6/30/2020, the renewal application has not been approved yet.

When the renewal has been approved, you will be automatically emailed a copy of your new license certificate and wallet card. The email will be sent to the email address you provided when your contractor license was issued. NOTE: This will be a **different** email address than the one you provided for your individual account. Go to your **Company Profile** to see the email address on file. If you need to change the email or physical address of the company, please contact the **AMANDA Support Team** 1-855-824-4357.

The license certificate and wallet card will be sent as a PDF attachment to the company email address. You may print the PDF or have it available for display on your electronic device. If there was an error sending to the email address you provided, the license certificate and wallet card will be printed by PMSB staff and mailed to the address that appears under your **Company Profile**.